Logistics Coordinator

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Office, Clerical and Technical
Position covered by the Memorandum of Agreement with USW Local 4120

Logistics Coordinator

College of Business and Economics

Temporary full-time from October 9, 2017 to February 9, 2018
Temporary absence of the regular incumbent

Hiring #: 2017-0476

Please read the Application Instructions [1] before applying

Executive Programs at the University of Guelph is responsible for the administration, coordination and delivery of the University of Guelph’s MBA and MA Leadership programs. The Logistics Coordinator is responsible for the provisioning and coordination of all teaching activities including providing support for residential periods and special events. The Logistics Coordinator is involved with the admissions process and coordinates with the Manager of Recruitment and Operations to ensure that prospective students’ questions are addressed in a timely fashion and that new applicants’ files are processed appropriately.

In order to serve students’ needs, a high level of professional customer service is required from all members of the CBE Executive Programs Team. The Logistics Coordinator needs to be able to manage multiple competing demands, prioritize effectively and work under little supervision with the expectation of a commitment to work some evenings and weekends during peak periods particularly in the months of January, May, and September.

Reporting to the Manager of Recruitment and Operations, the Logistics Coordinator administers the provision and delivery of Executive Programs, in the College of Business and Economics to students, who are managers and executives across various industry sectors. Specific responsibilities include: acting as the single point of contact for students to register students for courses, supply textbooks and materials, coordinate course evaluations, and coordinate student status changes such as leaves of absence. In addition, the successful candidate will coordinate the development of course manuals, monitor in-progress courses, provide support to course instructors, and assist the graduate coordinators with the assignment of faculty advisors to students completing a Major Research Project and with faculty advisor communications. The Logistics Coordinator will also be responsible for planning and implementing the residency periods, the administration of Graduate applications and admissions and for providing some administrative support to the Executive Programs office.

Requirements of the position include: Two year community college graduation along with at least one year of related experience or an equivalent combination of related education and experience. Undergraduate degree or community college diploma preferred. The ability to make decisions using integrity and sound judgement is essential. The ability to make decisions using integrity and sound judgement is essential. The successful candidate will: demonstrate excellent communication skills (both oral and written); have experience in designing, developing and maintaining relational databases in MS Access and Salesforce; and have experience with Colleague (student database). An understanding of academic programs, university policies and procedures, and administrative systems will be considered an asset. Strong computer skills, including advanced knowledge of Microsoft Office products is essential.

Covering Position Number 592-002
Logistics Coordinator
Published on Human Resources (https://www.uoguelph.ca/hr)

Classification                           USW, Local 4120 Salary Band 4
Normal Hiring Range $22.45 - $25.09 per hour

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2017 09 25
Closing Date: 2017 10 02

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/logistics-coordinator

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply